



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (General)

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** May 16, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-640-1138-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general supervision of the Senior Management Auditor, the incumbent performs a variety of clerical support duties, while exercising a high degree of initiative, independence and originality, associated with the Local Educational Agency (LEA) Single Audits (SA) and California Children and Family Commission (CCFC) oversight processes. Specific duties include, but will not be limited to the following.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Prepare correspondence for LEA, SA and CCFC which includes regular and apportionment significant acceptance letters, rejection letters, and missing documents letters. Mail letters and courtesy copies. For SA create and mail CD's containing copies of reports and certification letters in PDF format for distribution to pass through state agencies.
- Scan LEA, SA and CCFC reports and any applicable correspondence. Maintain and update the electronic audit reports on the network, which includes archiving electronic and hard copy report files.
- Open and distribute LEA, SA and CCFC incoming mail. Log reports received into LEA, SA and CCFC databases; input LEA contract and debt information received into the database.
- Reproduce and prepare LEA, SA and CCFC file input sheets and auditor's desk checklist. Insert the applicable information into each file. Organize and maintain report files that are ready for review by alphabetizing and grouping the files by received date.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls